

Date: 30/12/2025

Seetharampuram

To

The Management

Swarnandhra College of Engineering and Technology

Respected Sir,

I hope this letter finds you well. I am writing this letter to kindly request a **salary advance of Rs. 20,000/-.**

I am currently working as a **Clerk in the CSBS Department**. As my salary is not yet finalized, I am facing some financial difficulties at present. Therefore, I kindly request you to please consider my request and grant me the salary advance.

I assure you that the amount will be adjusted from my future salary as per college rules.

I shall be very thankful to you for your kind support.

Thanking you.

Yours sincerely,  
S Venkateswara rao  
Clerk, CSBS Department